



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONSUMER AFFAIRS	RELEASE DATE:	September 11, 2006
POSITION TITLE:	DEPUTY CHIEF, CONSUMER ASSISTANCE, LICENSING AND ADMINISTRATIVE SUPPORT PROGRAMS	FINAL FILING DATE:	10/02/2006
CEA LEVEL:	CEA I	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$5768 TO \$7324 per month/month	FILING INSTRUCTIONS:	All interested applicants must submit A standard original State application (Form 678) with official or civil service titles and dates of experience.

POSITION DESCRIPTION (DUTIES & RESPONSIBILITIES):

Under the general direction of the Chief, Bureau of Automotive Repair (BAR), the Deputy Chief, Consumer Assistance, Licensing and Administrative Support Programs, functions as a top administrative advisor to the Chief on issues relating to the programs. Advises and consults with executive staff regarding the interpretation of policy and legislation. Formulates and initiates Program policies and procedures and ensures implementation of Departmental policies. Plans, directs and evaluates the Department of Consumer Affairs (DCA) and BAR Strategic Plans. Directs the analysis of proposed legislation that affects the Programs and the DCA. Identifies the need for new legislation and recommends its support by the DCA. Recommends modification of proposed legislation to align it with DCA policy, programs, procedures, and to ensure adequate consumer protection. Negotiates amendments to the satisfaction of the BAR and the Administration. Reviews, modifies and approves program budget proposals by staff. Establishes fiscal controls to assure that expenditures do not exceed available funds and are in conformance with approved fiscal programs. Oversees external communications with consumers, through its public awareness contract and with industry, through various newsletters. Identifies strategies to obtain consumer compliance and acceptance of the smog check program. Oversees all administrative functions performed by BAR involving budget development, contract monitoring, personnel administration, and facilities management. Meets with bill sponsors to discuss and resolve issues; meets with legislators and legislative consultants to develop support for BAR's legislation and to ensure pro-active positions on legislation. Testifies before legislative committees as an advocate for the BAR and DCA to support or oppose legislation that directly or indirectly may have impact on the Programs. Addresses the public and industry at public forums on Program related activities. Represents the BAR and forges relationships with the United States Environmental Protection Agency, automotive repair industry, consumer and environmental organizations, departmental executives, local air quality management districts, California Environmental Protection Agency, Department of Motor Vehicles, Air Resources Board, other states, media and the public.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992

AND

IN ADDITION TO THE MINIMUM QUALIFICATIONS:

Applicants must demonstrate the ability to perform high administrative and policy –influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY CHIEF, CONSUMER ASSISTANCE, LICENSING AND ADMINISTRATIVE SUPPORT PROGRAMS**, with the **CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be

the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Timing interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

DESIRABLE QUALIFICATION (if any):

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Broad and comprehensive knowledge of the Bureau's roles and responsibilities. Ability to demonstrate knowledge in budget and contract development and administration. Knowledge of federal and state regulations that apply to and impact the work of the Bureau, including its mission, goals, programs and policies. Demonstrated ability to supervise a multi-disciplinary professional staff; participating in budgetary activities for the Bureau; and serving in a consulting and coordinating capacity with other departmental functional areas statewide. Demonstrated ability to develop and implement organizational improvements or innovations. Possess excellent oral and written communication skills. Experience-based knowledge of management in Strategic government; experience in strategic planning, policy development, leadership, supervision and organizational awareness.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

***Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.
The application, Statement of Qualifications and resume must be submitted by 10/02/2006, to:***

CONSUMER AFFAIRS, Administrative Services, Selection Services Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834

ADDITIONAL INFORMATION (if any):

SPECIAL TESTING:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION:

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The {inserted relevant department's name here...} reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.